



2020 Candidate Application Bulletin



# **Candidate Application Bulletin**

#### Mission Statement of the National Association of Boards of Pharmacy

NABP is the independent, international, and impartial Association that assists its member boards and jurisdictions for the purpose of protecting the public health.

#### **Vision Statement**

Innovating and collaborating today for a safer public health tomorrow.

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No part of this publication may be reproduced in any manner without the written permission of the executive director/secretary of the National Association of Boards of Pharmacy. The terms "Electronic Licensure Transfer Program," "e-LTP," "Foreign Pharmacy Graduate Equivalency Examination," "FPGEE," "Foreign Pharmacist Graduate Examination Committee," "FPGEC," "Multistate Pharmacy Jurisprudence Examination," "MPJE,""Pre-MPJE," "National Association of Boards of Pharmacy," "NABP," "North American Pharmacist Licensure Examination," "NAPLEX," and "Pre-NAPLEX" are registered trademarks of the National Association of Boards of Pharmacy. Violation of the copyright will lead to prosecution under federal copyright laws.

The information in this *Bulletin* is not a contract. The policies and procedures specified in this *Bulletin* are subject to change without notice.

This *Bulletin* is provided to guide you through the key steps in applying for eligibility, purchasing, and sitting for the North American Pharmacist Licensure Examination® (NAPLEX®) and the Multistate Pharmacy Jurisprudence Examination® (MPJE®) as well as how to transfer scores and retrieve score reports.

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# WHAT ARE THE NAPLEX AND MPJE?

The North American Pharmacist Licensure Examination® (NAPLEX®) and Multistate Pharmacy Jurisprudence Examination® (MPJE®) are examinations owned and developed by NABP for use of the boards of pharmacy to consider candidate NAPLEX and MPJE scores for the purposes of licensure eligibility. The NAPLEX tests general practice knowledge, while the MPJE tests knowledge of state/jurisdiction-specific laws and regulations for each participating state.

NABP's member boards have access to examination results to ensure licensure applicants meet the minimum competency standards as determined by the states.

## **NAPLEX**

The NAPLEX is designed to evaluate general practice knowledge and is taken by recent graduates of Accreditation Council for Pharmacy Education (ACPE)-accredited entry-level pharmacy schools shortly after they receive their degree as well as foreign-educated pharmacists who have earned their Foreign Pharmacy Graduate Examination Committee™ (FPGEC®) certification.

The topic areas covered in the examination are listed in the NAPLEX Competency Statements available on the NAPLEX page of the NABP website. Sample items illustrating the question formats are also available on the website.

## **MPJE**

The MPJE is designed to assess your application of laws and regulations for the specific states/jurisdictions and is taken by recent graduates of ACPE-accredited pharmacy schools shortly after they receive their pharmacy degree, licensed pharmacists seeking to practice in other jurisdictions, and pharmacists who are FPGEC certified.

You must take the MPJE for each participating state/jurisdiction in which you want to be licensed. Before you purchase your exam(s), make sure to check with board(s) of pharmacy to ensure it is required.

#### Currently,

- 49 boards require the MPJE for initial licensure, and
- 49 boards require the MPJE for license transfer.

The topic areas covered in the examination are listed in the MPJE Competency Statements available on the MPJE page of the NABP website. Sample items illustrating the question formats are also available on the website.

Additional resources, including competency statements and sample items, are available at <a href="https://www.nabp.nabnace.com/www.nabp">www.nabp</a>.pharmacy.

# PRE-NAPLEX® PRE-MPJE™

Prepare for the NAPLEX® or MPJE® with the only practice exams using past questions.

# NEED TO TAKE A PRACTICE EXAM?

Purchase in e-Profile. www.nabp.pharmacy/e-Profile

# **HOW TO APPLY**

# Step 1: Read this Bulletin & Determine Licensure Requirements

Carefully read this *Bulletin* in its entirety to be sure you understand the process and expectations for examination candidates. You should also make sure you understand the requirements for licensure in the jurisdiction(s) you plan to submit your score results to. A good way to get started is to check <u>your board of pharmacy's website</u>.

If you have questions about any step of the application or purchase process, review the Additional Examination Procedures section beginning on page 6 and the <u>Help section</u> at www.nabp.pharmacy.

### **Armed Forces Discount**

NABP offers a discount for US Armed Forces members, veterans, and their spouses. If you qualify, you should request the discount before applying to take the NAPLEX or MPJE. See the Additional Examination Procedures for details about qualifications and how to request a discount.

If you don't already have an NABP e-Profile follow the instructions on NABP's website to create one. Verify that your name in your e-Profile matches exactly to your primary and secondary IDs that you will use to be admitted to the testing center (see the Taking Your Exams section for name matching requirements). To update your e-Profile, follow the instructions on the NABP website.

If you are a student, you probably have an NABP e-Profile that was set up for the PCOA. If you forgot your password, use the Forgot Password link and reset it. If you no longer have access to the email address associated with your account, contact NABP Customer Engagement for help.

# Step 2: Apply for Eligibility and Pay Application Fee

Prior to applying to take the NAPLEX or MPJE exams, you need to have earned the FPGEC certification. If your FPGEC is invalidated, you may be able to reapply for the FPGEC providing you have not exceeded the maximum lifetime number of FPGEE attempts.

To apply for an exam, log in to your NABP e-Profile and follow the instructions. Be sure to choose the primary jurisdiction where you will be seeking licensure. If you are taking the MPJE, you have the option to apply for exams for multiple jurisdictions. The boards of pharmacy determine a pharmacy graduate applicant's eligibility to sit for an exam for licensure, with the exception of jurisdictions for whom NABP processes and confirms eligibility for their applicants. Eligibility periods are typically good for one year. NABP does not have authority to extend eligibility for candidates.

The non-refundable application fee is \$100 for NAPLEX and \$100 per jurisdiction for the MPJE, and must be paid when you apply. The application fee does not include the exam fee, and the exam may only be purchased once you have been made eligible.

# If you are seeking licensure in Colorado, Kentucky, Maine, Michigan, Nebraska, Oregon, Rhode Island, and/or Utah

NABP confirms eligibility to sit for the NAPLEX and MPJE for candidates seeking licensure in the above listed states. If you are seeking licensure for any of these jurisdictions, including via score transfers, you will need to pay an additional non-refundable processing fee of \$85. This fee covers both the NAPLEX and MPJE and is valid for a one-year period starting with the date of the initial application.

If you have not passed your exam within that one-year period, you will forfeit the processing fee and will be required to submit a new processing fee if you wish to still take the exam(s).

If you are a new graduate seeking initial licensure in one of the above listed states, you must have an official transcript sent directly from your pharmacy school to NABP before beginning the NAPLEX/MPJE application process. Candidates applying for licensure in Oregon must also submit an official transcript to the Oregon State Board of Pharmacy.

Official transcripts must be in a sealed envelope bearing the school's stamp/seal on the envelope flap. Candidates may request that their school send transcripts electronically to <a href="mailto:transcripts@nabp.pharmacy">transcripts@nabp.pharmacy</a>.

# **Updating Education Records**

To update an education record, please have your school submit an official transcript to <a href="mailto:transcripts@nabp.pharmacy">transcripts@nabp.pharmacy</a>. To minimize processing time, please submit this before you complete you application. Your school may also mail official transcripts to NABP (see Contact Information section for the mailing address).

# **Transcripts Required for 2020 Graduates**

For 2020 candidates, NABP requires an official transcript in order to verify 2020 candidates' conferred graduation date. All 2020 candidates should request their transcripts be sent to NABP at <a href="mailto:transcripts@nabp.pharmacy">transcripts@nabp.pharmacy</a> by July 31, 2020.

If NABP is unable to verify that the candidate received their entry-level pharmacy degree or NABP learns that the transcript is not authentic, NABP reserves the right to invalidate the candidate's test scores for the NAPLEX and/or MPJE, further hold the release of NAPLEX/MPJE scores, and/or notify the boards of pharmacy.

# How do I request ADA testing accommodations?

NABP abides by all applicable federal and state statutes relating to disabled individuals.

To ensure the security and integrity of its examinations, all testing accommodation requests under the Americans with Disabilities Act (ADA) will be evaluated by NABP first and evaluated by the board of pharmacy, as applicable.

To submit an accommodation request, please download and complete the <u>Request for Testing Accommodations form</u>. Upload the completed form and supporting documentation in your NABP e-Profile during the online application process. If you do not upload your form at this time, your request may be delayed. Testing accommodations will be made only with the authorization of NABP.

Candidates approved for testing accommodations by NABP must schedule their examination appointments by contacting Pearson VUE's accommodation department.

Failure to schedule with a Pearson VUE accommodation representative will result in accommodations not being available to the candidate at the testing center. It is the candidate's responsibility to appropriately schedule their testing appointment; any instances where the procedure has not been followed will result in the forfeiture of the testing opportunity and examination fee.

Candidates who elect to test without accommodations are advised that adjustments will not be made to the test score.

#### Candidates Seeking Licensure in the District of Columbia and Virginia

Upload the completed form and supporting documentation in your NABP e-Profile during the online application process. Please also visit the appropriate board of pharmacy website to ensure that you understand specific requirements for the state, including the provision of state-specific documentation, if any. Your completed form, supporting documentation, and state-specific documentation will be reviewed by NABP and the board of pharmacy. NABP will contact you after the review of your request is completed. Candidates whose requests have been approved may schedule their testing appointment with Pearson VUE.

# Step 3: Purchase the Exam

Once your eligibility has been granted, the purchase link will become available in your e-Profile. NABP strongly recommends you purchase your exam(s) as soon as you are granted eligibility. Purchasing score transfers is an option during this process (see page 22).

The fees are:

NAPLEX	\$475
MPJE	\$150 per jurisdiction

After your payment is processed, you will receive (via email) your Authorization to Test (ATT), which you will need to schedule your examination appointments. Make sure that your name on the ATT letter matches exactly to both IDs you will use for admission to the testing center (see page 11).

You will not be able to purchase an exam if you have 10 or fewer business days remaining in your eligibility period.

Your ATT letter includes your name, eligibility dates for the examination, instructions for scheduling your testing appointment, and other information. Your ATT is valid for only one testing session. Please verify the accuracy of the information on your ATT letter.

If you do not receive your ATT letter, check your span

or junk mail email folders. If you still do not have access to your ATT, contact Pearson VUE Customer Service (see Contact Information section).

# **Step 4: Scheduling Your Examination**

The NAPLEX and MPJE are administered by Pearson VUE at their Pearson Professional Centers, available in all 50 states, US territories, and the District of Columbia. NABP strongly recommends scheduling your exam(s) as soon as you have received your ATT letter by email. If your eligibility period expires prior to scheduling an examination appointment, you will forfeit all fees and must begin the application process again, including paying the application and examination fees.

# **Scheduling Options**

- **Online:** You may schedule an examination at a testing center through the Pearson VUE website. Follow the instructions on the page to set up a Pearson VUE online account and select your preferred testing location, date, and time.
- **Phone:** Contact Pearson VUE Customer service (see Contact Information section). If you schedule by phone, you will be asked to verify your identity and to confirm which NABP examination you have been authorized to take. If you have been approved for any ADA accommodations, you will need to schedule your appointment by phone.

# **Scheduling Confirmation**

You will receive a confirmation email from Pearson VUE confirming the details of your appointment once it has been scheduled. Directions to your test center and instructions and policies for rescheduling and canceling your examination appointment will also be provided in the message.

Make sure all personal information on your confirmation email is correct and your name matches exactly to the IDs you will present at the testing center.

# **Additional Examination Procedures**

This section answers some of the most frequently asked questions regarding the NAPLEX and MPJE. Refer to the <u>help</u> section of the NABP website for additional information on these and other topics.

# How do I change the jurisdiction in my application?

NABP does not allow for you to change your jurisdiction. If you have entered an incorrect jurisdiction or need to make a change, you will need to cancel your application and submit a new one with the correct jurisdiction. You will be required to submit a new non-refundable \$100 fee. You will not receive a refund for the original application fee.

# How do I cancel my application?

If you need to cancel your application, you may do so through your e-Profile (just click Cancel Application). You will not receive a refund for the application fee after a cancellation.

# How do I cancel my examination after receiving an ATT?

Cancelling your exam is a two-step process. If you have scheduled an appointment with Pearson VUE, you must first cancel your appointment through your Pearson VUE web account or by calling Pearson VUE customer service. Secondly, once the appointment is canceled with Pearson VUE, log in to your NABP e-Profile and select Cancel Examination on the Active Applications tab to cancel the exam.

You may receive a refund for your **examination fee** if the eligibility period has not expired. You will not receive a refund for the \$100 eligibility **application fee** and your record will be closed. After canceling your exam, you must wait 7 business days before submitting a new application for another NAPLEX or MPJE in the same jurisdiction.

# How do I request an Armed Forces discount?

NABP offers a discount for US Armed Forces members, veterans, and their spouses for the following branches:

- US Army
- US Navy
- US Air Force
- US Marine Corps
- US Coast Guard
- National Guard

Before applying for the exams, request the discount and submit the required supporting documentation through your e-Profile. A <u>list of accepted documentation</u> is in the Help section of the NABP website. You will be notified if your discount is approved, and the discount will be automatically applied during the payment process.

- Active members, reserves, or honorably discharged veterans are eligible for a 100% discount on all initial
  application and examination fees for the NAPLEX (one purchase) and MPJE (one purchase per jurisdiction).
- Spouses are eligible for a 50% discount on all application and examination fees for the NAPLEX (one purchase) and MPJE (one purchase per jurisdiction).
- Officers in the Commissioned Corp of the Public Health must be actively deployed to any of the five branches of the Armed Forces listed above to be eligible for this discount.

The Armed Forces discount does not apply to fees for re-examination, re-sitting, score transfers, expired eligibility, and exam eligibility processing (for Colorado, Kentucky, Maine, Michigan, Nebraska, Oregon, Rhode Island, and/or Utah).

# How do I reschedule my examination appointment?

You can cancel or reschedule your examination appointment via your Pearson VUE web account, or by calling Pearson VUE Customer Service. You must cancel or reschedule your appointment at least 2 business days prior to your scheduled appointment. For example, if you are scheduled to test at 9 AM Monday, you must call by 9 AM on the previous Thursday to cancel or reschedule. There is a \$50 fee to reschedule each appointment. Your appointment is not canceled or

rescheduled until you receive a confirmation from Pearson VUE. If you cancel without the required notice, you will forfeit your testing fee. The rescheduling fees are paid to Pearson VUE.

# Can I still take my exam(s) if I miss an appointment?

If you miss a scheduled testing appointment without following the cancellation procedure, your ATT will no longer be valid, and you must purchase a resit to receive a new ATT and schedule a new testing appointment. The Purchase Resit option will appear in your e-Profile in the Active Application Tab 7 business days after the missed appointment. You will need to pay the full examination fee.

EMERGENCY RESIT FEES	NAPLEX	MPJE	
Request Approved	\$170	\$100	
Request Denied	\$475	\$150	

You will not be able to purchase a resit if you have 10 or fewer business days remaining in your eligibility period. This policy applies to candidates who:

- Fail to reschedule or cancel their exam according to the cancellation procedure
- Fail to bring two forms of acceptable ID to the exam
- Present ID with a name that does not match the name they registered with on their NABP e-Profile and are denied entry to the testing room
- Fail to arrive on time and are unable to be admitted to the testing room
- Choose to not keep their exam appointment for any reason other than an emergency

# What happens if an emergency keeps me from my appointment?

If you miss your scheduled exam appointment due to an emergency, you may be eligible to purchase a resit at a reduced fee. To request this discount, you must submit an <a href="mailto:EmergencyResitInfo@nabp.pharmacy">EmergencyResitInfo@nabp.pharmacy</a> within 3 business days of the missed appointment. NABP will review your request within 7 business days of your missed appointment and you will be notified by email whether the discount will be applied.

If your emergency resit was approved, the reduced fee will apply. If the emergency resit has been denied, you will need to submit the full exam fee to take your exam. You may then log into your e-Profile and click the Purchase Resit link in the Active Applications tab. Once all applicable fees are paid, you will receive a new ATT.

## When will I get my score results?

The NAPLEX and MPJE are designed to evaluate general practice knowledge and are taken by recent graduates of ACPE-accredited entry-level pharmacy schools shortly after they receive their degree.

If the jurisdiction for which you are testing participates in NABP's online score interface, you will be able to access your exam score results within 7 business days. To view your results, log in to your e-Profile and click on the Score Results tab in the Exam Services section.

NAPLEX online score reports are usually only displayed under your registered primary jurisdiction. Thus, candidates whose primary jurisdictions do not participate in online score reporting will not be able to view scores in their e-Profile, even if the score is reported to another jurisdiction that does participate.

A list of jurisdictions that do not participate in the online score reporting is available on both the NAPLEX and MPJE sections of NABP website. If you have questions about obtaining exam results from a jurisdiction that does not use online score reporting, contact the relevant board(s) of pharmacy.

Remember that only the boards of pharmacy have authority to issue licenses to practice pharmacy. Receiving a posted passing score for the examination does not constitute a license. Boards will not accept examination scores posted online by NABP for purposes of score transfer or obtaining licensure. Online score reports are for candidates only.

# Can I retake the exam if I don't get a passing score?

Candidates have a maximum of 5 attempts to pass the NAPLEX unless a board of pharmacy determines otherwise.

MPJE candidates have a maximum of 5 attempts per jurisdiction to pass the exam, unless a board of pharmacy determines otherwise. For example, a candidate may attempt to pass the MPJE in Jurisdiction A 5 times and will also have 5 attempts for Jurisdiction B.

To retake the NAPLEX or MPJE, candidates must begin the application process again, including paying the application and examination fees. Eligibility must be reconfirmed by a board of pharmacy and candidates must adhere to the waiting period (see below), after which they will receive an ATT.

#### **Mandatory Waiting Periods**

#### **NAPLEX**

There is a 45-day waiting period after a failed attempt to take the NAPLEX. Candidates may reapply but will not receive a new ATT to schedule an exam until the board reconfirms eligibility and the wait period has been met. Some jurisdictions require a longer waiting period. If you are testing for such a jurisdiction, the longer waiting period applies.

The waiting period policy also limits candidates to a maximum of 3 attempts per 12-month period. If you fail the NAPLEX 3 times in a 12-month period, you must wait at least 12 months from the first attempt to reapply.

#### **MPJE**

There is a 30-day waiting period after a failed attempt to take the MPJE. Candidates may reapply but will not receive a new ATT to schedule an exam until the board reconfirms eligibility and the wait period has been met.

# TAKING YOUR EXAMS

# **Examination Format**

#### **NAPLEX**

The NAPLEX is a 6-hour exam comprised of 250 questions that are delivered in a computerized, fixed form. Of the questions, 200 will be used to calculate your score. The remaining 50 are pre-test questions distributed throughout the exam and administered so they can be evaluated for possible inclusion in future examinations – you will not know which questions will affect your score.

The majority of questions are asked in a scenario-based format. To properly analyze and answer the questions presented, you will need to refer to the information provided in a patient profile or medical record. You may be prompted to scroll and navigate the profiles and medical records so that all information will not be overlooked to answer the question. You will be unable to proceed to the next question until you have completed the scrolling. Interspersed among these questions are stand-alone questions that can be answered from information provided in the question and are not related to a scenario.

You must answer **all** questions in the order in which they are presented, and you may not skip a question. You cannot go back and change answers once you have confirmed your answer choice and moved to the next question.

During the examination, you may take two optional 10-minute breaks. The computer will prompt you at programmed timed intervals to let you know when you can take a break. The total appointment time is 6 hours and 40 minutes to allow time to read and agree to the confidentiality/non-disclosure agreement, read the tutorial, take the post-exam survey, and to take optional breaks. You may take unscheduled breaks but any time used for unscheduled breaks will count against your total time allotted for the exam.

The scaled passing score for the NAPLEX is 75. See page 18 for more information about score results.

#### **MPJE**

The MPJE is a 2.5-hour exam comprised of 120 computer-based questions. The exam uses adaptive technology to deliver selected-response questions. Of the questions, 100 will be used to calculate your score. The remaining 20 are pretest

questions distributed throughout the exam and administered so they can be evaluated for possible inclusion in future examinations – you will not know which questions will affect your score.

You must answer **all** questions in the order in which they are presented, and you may not skip a question. You cannot go back and change answers once you have confirmed your answer choice and moved to the next question.

There are no scheduled breaks for the MPJE. The total appointment time is three hours to allow time to read and agree to the confidentiality/non-disclosure agreement, read the tutorial, and take the post-exam survey. You may take unscheduled breaks but any time used for unscheduled breaks will count against your total time allotted for the exam.

The passing scaled score for the MPJE is 75. See page 18 for more information about score results.

# **Arrive Early**

Arrive at least 30 minutes before your scheduled appointment time to allow for check-in procedures. Most candidates will begin their testing session within 30 minutes after their scheduled appointment time. In the event that you must wait more than 30 minutes after your scheduled appointment time, you will have the option to continue waiting, or to reschedule your appointment at no additional charge.

If you arrive at the test center more than 30 minutes after your scheduled appointment time, you may be denied admission and will be required to forfeit your appointment. There will be no refund.

# **Bring Identification**

You will be required to present two forms of ID:

- A photo ID that includes your signature
- A second form of ID with a signature

You will not be admitted to the testing center without these IDs.

# **Name Matching Guidelines**

Name on ATT	Name on ID	Acceptable?
John D. Smith	John David Smith	Yes
John David Smith	John D. Smith	Yes
John D. Smith, Jr	John David Smith, Jr	Yes
John David Smith, Jr	John D. Smith, Jr	Yes
John David James Smith	John D. J. Smith	Yes
John D. Smith Cooper	John David Smith Cooper	Yes
John D. Smith	John J. Smith, Jr	No
John David Smith, Jr	John David Smith	No
John Smith	John David Smith	No
John D. Smith	John Smith	No
John David Smith	John Smith	No
John D. Smith	John D. Smith Cooper	No

The printed name on both your primary and secondary forms of ID must exactly match the name as it appears on your ATT letter; this includes first name, middle name, last name, and suffix. The name on your ATT letter is the same name you entered when creating your NABP e-Profile. After receiving your ATT letter, review and make sure your name matches exactly to the IDs you will present at the testing center.

Some flexibility is allowed for middle names and initials. For example, it is acceptable for your ID to contain your full middle name and your ATT letter to contain only your middle initial, as long as the middle initial matches the first letter of your middle name. See the table on the previous page for examples of acceptable and unacceptable name matching combinations.

# Legal Name Changes and Correcting the Name in Your e-Profile/ATT

If your name is changed after you apply for an exam, you must submit legal name change documentation to the board of pharmacy and NABP. If the name with which you have applied (which appears on your ATT) is different from the name on your IDs, you must contact your board of pharmacy and NABP to make a legal name change or correction at least five business days prior to your scheduled examination.

To submit a name change request, send your official certified documentation to:

NABP 1600 Feehanville Dr Mt Prospect, IL 60056

Detailed instructions are available on the NABP website.

# **Acceptable Forms of ID**

To be admitted to the testing center, you must present one of the primary forms of ID and one secondary form of ID listed below. IDs must be actual US government-issued IDs (not a copy), current (not expired), valid, and contain a recent recognizable photograph and your signature. The only exceptions are US government issued military IDs, which may contain a signature or thumbprint.

#### **Primary forms of ID**

- US passport
- US driver's license (including those that state "Not for Federal Identification Use")
- US state ID
- US temporary ID (see requirements below)
- US military ID

#### Secondary forms of ID

All primary forms of ID, plus:

- US passport card
- Valid debit/credit/ATM cards

#### Unacceptable forms of ID

- IDs with no photo
- Foreign passports, driver's licenses, or ID cards
- Any form of expired ID, including passports and driver's licenses

- Draft classification card
- Social Security card
- Employee ID
- Green card

#### **Temporary ID Requirements**

All temporary forms of ID must meet the requirements listed above and must be the actual government-issued temporary ID. It may be paper or another form, but it may not be a copy. It must be current, valid, and contain a recognizable photograph with your signature. A secondary form of ID will still be required.

Acceptable forms of temporary ID include:

- Jurisdictionally-issued temporary driver's licenses
- · Jurisdictionally-issued temporary ID cards

# **Follow Security Procedures**

All candidates will be required to have a palm vein scan, provide his or her digital signature, and have a digital photograph taken prior to being admitted to the testing room.

Palm vein scans require using a device to digitally record the pattern of your palm veins. Your palm vein patterns are kept secure, and are digitally encrypted before being securely transmitted to Pearson VUE. Please review the Biometric Information Policy that is posted in the NABP Terms & Policies section of the NABP website, <a href="https://www.nabp.pharmacy">www.nabp.pharmacy</a>.

Failing to follow any of these policies during the examination appointment or breaks may cause you to be suspended from the exam and/or your score may be invalidated.

If you are physically unable to provide a digital signature or palm vein pattern, you must contact NABP at least 30 days prior to your exam date.

# **Remain Seated**

Once you are admitted, the test center administrator will escort you to a workstation. From this point on, you must remain in your seat except when authorized to leave by a test center administrator. After being admitted, you may not leave the testing room without permission and you may not leave the test center building for any reason until the exam is completed.

# **Supplies Provided**

The administrator will provide you with an erasable note board and pen or scratch paper and pen that can be used during your exam. You may not remove these materials from the testing room at any time or for any reason. Using your own scratch paper and/or pen is prohibited and you will not be allowed to take these items into the testing room.

For the NAPLEX, an on-screen calculator can be activated during the exam for your use. The on-screen calculator can be used in a scientific or five-function mode. Please note that many of the calculations on the NAPLEX will require an

on-screen scientific calculator. A candidate requesting a handheld calculator for any reason will only be supplied with a five-function calculator. A calculator is not required for the MPJE, and Pearson VUE staff will not provide one at the testing center if requested.

You may not bring a personal calculator of any kind into the testing room.

# **Notify Pearson VUE Staff of Problems**

If you need help for any reason during your appointment, raise your hand and notify a testing administrator. Examples include:

- » Computer malfunctions
- » Note board or pen replacements
- » Break requests

# **Completing Your Exam**

When you have completed your exam and/or the end-of-exam survey, the test administrator will collect your note board and pen and assist you with the check-out process.

## **Test Center Restrictions**

NABP recommends you leave all unneeded personal items at home. Secure storage for personal items is not guaranteed and may be limited. You will be required to leave all personal belongings, including prohibited items, outside the testing room (see below).

In addition, all candidates are required to adhere to the following policies.

- No reference, study, or other materials may be brought into the testing center.
- Candidates will not be allowed to take anything into the testing room at the Pearson Professional Center other than
  those items given to them by the test center administrator and their ID documents (eg, passport, driver's license, etc.).
- Prohibited items will not be allowed into the testing room. Prohibited items include, but are not limited to, the following:
  - » Beverages or food of any kind
  - » Books
  - » Briefcases, backpacks, computer bags, or any other carrying bag
  - » Mobile phones of any kind
  - » Miscellaneous contents of pockets such as loose change, or car keys
  - » Cameras and recording devices, including glasses or any other garment or device with a camera and/or microphone
  - » Handbags, purses, or wallets
  - » All electronic or digital devices, including activity wristbands, calculators, computers, e-readers, pagers, PDAs, tablets, and watches.
  - » Outerwear such as coats or hats
  - » Weapons

During breaks, you may access food, beverages, handbags, purses, wallets, money, medication, or specific items from the Pearson VUE Comfort Aid Lists.

Once you are checked in, do not leave the test center building during the examination appointment or scheduled/unscheduled breaks unless you have received permission from the testing administrator.

Once you are checked in, do not access your cell phone for any other prohibited items until you complete the exam and leave the test center.

You may not smoke or vape in the testing room or testing center.

Friends or relatives will not be permitted to wait in the test center or test room during your admission process or during your examination.

#### Do not

- Leave the testing Room without permission,
- Leave the testing center building, regardless of reason, or
- Participate in any other Misconduct during the exam, as described in this Bulletin.

# **Misconduct**

Individuals are expressly prohibited from engaging in misconduct, at all times, in connection with NAPLEX, MPJE, or FPGEE including exam questions, answers, question format, profiles, or scenarios (individually or collectively "Exam Content"). Misconduct in connection with Exam Content or the NAPLEX, MPJE, or FPGEE includes, without limitation, the following:

- Selling
- Offering
- Disclosing
- Making available any portion or the entirety of Exam Content
- Transmitting
- Copying
- Reproducing
- Requesting
- Purchasing
- Receiving, acquiring, or utilizing Exam Content without specific NABP authorization
- Attempting, arranging, or having an individual take an examination for you
- Attempting, arranging, or taking the examination for another individual

Misconduct in connection with any NABP examination or Exam Content is prohibited at all times, including prior to applying, scheduling, or taking the examination, during an examination appointment as described in this *Bulletin*. Misconduct can involve individuals, candidates, or groups of individuals or candidates such as classmates, coworkers, friends, family, study groups, organizations, or entities. Individuals or groups of individuals who engage in any of the misconduct described in this or any other exam guide may be subject to one or more of the actions listed in the "Actions" subsection of this *Bulletin*.

## **Misconduct During an Exam**

The examination appointment session begins when the candidate is checked in to the test center, and includes scheduled and non-scheduled breaks, and ends when the candidate is dismissed from the center. Examples of misconduct during the examination appointment include, but are not limited to:

- · Attempting to take the examination for someone else or taking the examination for someone else
- Attempting to have someone else take the examination for you or having someone else taking the examination for you
- Taking the examination for any purpose other than determining the eligibility for licensure, unless otherwise approved by NABP and the board(s) of pharmacy
- Accessing a cell phone or any other electronic communications devices
- Using notes, books, reference material, or other aids
- Attempting to aid an individual or receive aid to complete the exam
- Bringing any materials, devices, or items to the examination appointment session that may compromise the security or validity of the administration
- Failing to follow an administrator's instructions
- · Creating a disturbance of any kind
- Removing or attempting to remove the test center scratch paper, note boards, writing materials, or the like
- · Copying, memorizing, or removing exam content
- Tampering with the operation of the computer or attempting to use it for any function other than taking the examination
- Leaving the testing room without permission
- Leaving the testing center building for any reason
- Selling, offering, disclosing, transmitting, copying, reproducing, requesting, purchasing, receiving, or utilizing without specific NABP authorization, or making available any portion or entirety of the exam content in any form.

Individuals who engage in any of the misconduct described in this section or who exhibit any of the behaviors described in this section, during their examination appointment session, may be subject to one or more of the actions listed below.

#### **Actions**

If NABP obtains information that an individual has engaged in any misconduct, as defined in this *Bulletin*, NABP, in its sole discretion, may take one or more actions including, but not limited to:

- Place a hold on the individual's ability to schedule an examination appointment
- Place a hold on the individual's ability to apply for an examination
- Suspension of the test administration
- Forfeiture of all testing fees
- Termination of the test administration
- Withholding the reporting of an examination score or invalidation of an examination score as described in the NAPLEX/MPJE Application Bulletin.
- Notification to one or more boards of pharmacy or state or federal law enforcement agencies

Initiation of or participation in civil criminal, and/or administrative proceedings against the individual that may
result in civil penalties, criminal punishments, and/or disciplinary action including denial of licensure or licensure
revocation by one or more board(s) of pharmacy.

NABP reserves the right to share, with one or more boards of pharmacy or law enforcement authorities, information concerning an individual's misconduct or the withholding or invalidation of a candidate's NAPLEX, MPJE and/or FPGEE score.

# **Unusual Testing Circumstances**

In the rare event that a problem arises in the administration of an exam, it may affect an individual or group of test takers. These problems include, without limitation, power failures, defective equipment, or other disruptions of the exam administration such as natural disasters and other emergencies.

If circumstances require you to wait more than 30 minutes and you have already started the testing session you will be given the option to reschedule an appointment with Pearson VUE or to continue testing after the problem is resolved. If you choose to reschedule an appointment, the required waiting period applies, but that session will not be counted as an examination attempt. If you choose to continue testing after the problem is resolved, you will have no further options such as rescheduling, your test results will be processed in accordance with standard procedures, and that session will be counted as an examination attempt.

When these unusual circumstances occur, Pearson VUE will investigate to provide information about the matter to NABP. Based on this information, NABP, at its sole discretion, may not score the test, may withhold the reporting of a score while NABP reviews the matter, or may invalidate the test score. Affected test takers will be notified of the reason for the invalidation and their options for retaking the test.

# **Inclement Weather**

If a testing center closes because of inclement weather, Pearson VUE will attempt to contact the candidate to reschedule the appointment; however, it is the responsibility of the individual candidate to contact Pearson VUE to determine if the test center is open and/or to reschedule his or her appointment.

If the Pearson Professional Center where the candidate is scheduled to test is open and the candidate does not keep his or her scheduled appointment, the candidate forfeits all fees and no portion of the examination fee will be refunded. Resitting fees may apply (see pages 7-8).

# **SCORE RESULTS**

By applying to take the NAPLEX and/or MPJE, you authorize NABP to release your test scores to your designated board of pharmacy. NABP will forward your score to the board from which you are seeking licensure, as well as to any jurisdiction that you have requested to receive your scores by NAPLEX score transfer, unless NABP has withheld or invalidated your score, as describe in this *Bulletin*.

Only the individual boards of pharmacy have the authority to issue a license to practice pharmacy. The posting by NABP of a passing score on an examination does not constitute a license to practice pharmacy. Boards will not accept examination scores posted online by NABP for purposes of score transfer or obtaining licensure. Online score reports are for candidate use only.

# **NAPLEX**

The NAPLEX is the means by which boards of pharmacy assess the competence of candidates for licensure. Any other use of individual NAPLEX scores is inappropriate and is not condoned by NABP.

The minimum acceptable passing score on the NAPLEX scale is 75. The minimum scaled score you can earn is 0 and the maximum is 150.

The passing score reported is **not** a percentage value.

If you do not complete the examination, all unanswered questions on the NAPLEX will be scored as incorrect. It is in your best interest to complete the examination to achieve an optimum score.

NABP uses a mathematically based weighted scoring model to calculate an ability measure for each examinee. The ability measures is transformed to a reporting scaled score that ranges from 0 to 150. Scaled scores do not represent the raw number of correct answers and should not be interpreted as such.

The NAPLEX passing standard has been established by a panel of pharmacy experts, and the ability level that defines the passing standard is the same for all NAPLEX administrations.

You may receive scores or an official score report for the NAPLEX directly from their boards of pharmacy. Because of the secure nature of the NAPLEX, no review of the test questions is allowed.

Official score reports for candidates who receive a failing score on the NAPLEX will include a section which indicates their relative performance in each of the two major competency areas. Because of the secure nature of the NAPLEX, no review of the test questions is allowed.

# **MPJE**

The MPJE is the means by which boards of pharmacy assess pharmacist licensure candidates' knowledge of pharmacy jurisprudence. Any other use of individual MPJE scores is inappropriate and is not condoned by NABP.

The minimum acceptable passing score on the MPJE scale is 75. The minimum scaled score you can earn is 0 and the maximum is 100

The passing score reported is **not** a percentage value.

To receive an MPJE test score, you must have completed at least 107 questions on the examination. Candidates completing fewer than 107 questions will not have their scores reported. Candidates who complete at least 107 questions, but fewer than 120 questions, will have a penalty applied and their scores adjusted to reflect the number of questions that remained unanswered. Therefore, it is in your best interest to answer all questions presented.

NABP uses a mathematically based weighted scoring model to calculate an ability measure for each candidate. These ability measures are transformed to a reporting scale that ranges from 0 to 100. Scaled scores do **not** represent the raw number of correct answers and should not be interpreted as such.

The MPJE passing standard has been established by a panel of pharmacy experts, and the ability level that defines the passing standard is the same for all MPJE administrations

You may receive scores or an official score report for the MPJE directly from their boards of pharmacy.

Because of the secure nature of the MPJE, no review of the test questions is allowed.

Specific questions about scoring of the NAPLEX and/or MPJE should be emailed to CompAssess@nabp.pharmacv.

## **Rescore Process**

If you believe that your score is not accurate, you may request a review by purchasing a rescore. It is extremely unlikely that your score will be changed as a result of the review process.

You may request a rescore of either exam after the scores are released to the board(s) of pharmacy and within 60 days of the exam date. Log into your e-Profile to submit the request by selecting the Purchase Rescore option under the Application History tab.

There is a \$100 rescore fee for each exam.

You will be informed, via email, of the results of the rescore within two to four weeks. You will be unable to cancel the request once you purchase the rescore. There are no refunds for rescore requests.

The rescore process includes a manual inspection of the examinee's test session, which includes but is not limited to the following: answer patterns, time spent to respond to items, performance on scored versus non-scored items, and performance on various item formats. Upon verification that the exam was delivered as intended and that no technical anomaly occurred during the test session, the candidate's score is recomputed via an independent scoring tool. The rescore process does not include the review of item content.

# **Score Hold/Psychometric Review Process**

On occasion, scores are placed on hold for further evaluation. Test scores may be subject to a hold as part of NABP's routine quality control and assurances processes. Tests are evaluated to ensure compliance with delivery and scoring models.

Test scores may also be held as a result of an incident at the testing center or an observed difference in a candidate's performance on two or more examination attempts, or if a candidate's score is unusually low. In the event of a score hold related to candidate misconduct, NABP will notify the respective board of pharmacy and the candidate within seven business days. Should you receive notification of a score hold, there will be explicit instructions regarding the action that you need to take in order to respond to NABP's inquiries. All inquiries regarding score holds should be addressed to CompAssess@nabp.pharmacy.

# **Score Withholding or Invalidation**

NABP reserves the right to determine, in its sole discretion and at any time, whether to withhold the reporting of an examination score or invalidate one or more examination scores of an individual or a group of individuals. The withholding or invalidating of one or more examinations scores of an individual or a group of individuals may occur prior to, during, or after examination administration.

NABP may invalidate an examination score or withhold the reporting of an examination score for any reason including, without limitation, the following:

- Unusual testing circumstances
- Misconduct by one or more individuals as described in this Bulletin
- Testing irregularities
- Noncompliance with policies by one or more candidates
- · Observed irregular behavior of one or more candidates
- Discrepancy or falsification of an examination candidate's identification
- Impersonating an examination candidate or allowing an unauthorized person to take an examination
- Unusual answer patterns
- Unusual or large score variances among a candidate's examinations
- Unusually low score
- Psychometric review of an examination
- Leaving a testing center facility
- Accessing Exam Content prior to taking the exam

- Stealing Exam Content
- Communicating with other test takers during an examination appointment session

NABP's right to determine whether to withhold or invalidate an examination score is not in any way waived or modified because NABP processed an examination application form, authorized a candidate to sit for an examination, scored an examination, or reported an examination score.

# NAPLEX SCORE TRANSFERS

NABP's NAPLEX Score Transfer Program allows you to transfer your NAPLEX score to additional jurisdictions in which you wish to obtain a license to practice pharmacy. Participating in the score transfer program will allow your score to apply to the requirements of the jurisdiction to which you transfer the score. Licensure decisions are made at the sole discretion of the boards of pharmacy.

The Score Transfer Program differs significantly from NABP's Electronic Licensure Transfer Program® (e-LTP™), which is a reciprocity service NABP provides for licensed pharmacists. You may only apply for license transfer through e-LTP if you are already licensed in another jurisdiction. Licenses awarded through license transfer are considered a license by licensure transfer.

Please note that the validity period of a score transfer varies from jurisdiction to jurisdiction.

Currently, all 50 states, the District of Columbia, Guam, Puerto Rico, and the Virgin Islands participate in the NAPLEX Score Transfer Program. You are encouraged to contact the board where your score was transferred for additional information, including current board fees and updated participation information. Some jurisdictions may require additional payment for examination materials in addition to the score transfer fees.

# **Score Transfer Process**

You may have two opportunities to purchase a score transfer online using your e-Profile. The NAPLEX score transfer administrative fee charged by NABP is \$75:

• When you purchase your exam. After you are granted eligibility you will be prompted to purchase your exam. You may purchase score transfers at that time. You may also use your e-Profile to purchase score transfers at any time before taking the exam. If you cancel the exam application, all score transfers purchased before taking the exam will be refunded.

• **Up to 89 days after taking the exam.** After you take the examination, you may log into your e-Profile and purchase score transfers. Candidates are advised to purchase score transfer requests as soon as possible; waiting until the last day may result in the score transfer request option being no longer available. Score transfers purchased after taking the exam are non-refundable.

Additional fees for transfers to certain jurisdictions may apply. Refer to your jurisdiction for information regarding additional fees.

Score transfers will be processed whether you pass or fail the NAPLEX. If you retake the exam and wish to transfer your score again, you must purchase another transfer request. Score transfers pertain to NAPLEX scores only. Because the MPJE is unique to the state/jurisdiction in which you seek licensure, it is not possible to transfer your MPJE score to another jurisdiction.

If you request a score transfer, you must complete all the examination requirements as determined by the primary jurisdiction for licensure, including any locally administered examinations (which may require you to travel to the score transfer jurisdiction). Primary jurisdictions can refuse to allow a candidate's score to be transferred if the candidate does not complete their examination requirements.

You should contact the relevant board of pharmacy before applying for score transfer to make sure you understand the jurisdiction's licensure requirements.

Before your exam, you may choose to change your score transfer jurisdiction at no additional cost by sending a request to <a href="mailto:CompAssess@nabp.pharmacy">CompAssess@nabp.pharmacy</a>. Your request should include:

- Your name
- Your NABP e-Profile ID
- Original jurisdiction requested for score transfer
- Jurisdiction you wish to change your score transfer to

You may not request a change of jurisdiction after you take the examination.

# **CONTACT INFORMATION**

Questions About	Contact
Eligibility to take the NAPLEX/MPJE	The board of pharmacy in the jurisdiction(s) you are
<ul> <li>ADA accommodations</li> </ul>	seeking licensure. A listing of board of pharmacy contacts
Examination results	is available on the NABP website.
<ul> <li>Eligibility to take the NAPLEX/MPJE for CO, KY, ME,</li> <li>MI, NE, OR, RI, and/or UT</li> </ul>	NABP Customer Engagement at 847.391.4406 or at help@nabp.pharmacy or contact exameligibility@nabp
MI, NE, OR, RI, and/Or OT	pharmacy.
<ul> <li>Scheduling, rescheduling, or canceling your testing appointment</li> </ul>	Pearson VUE Customer Service at 888.709.2679, or visit the website at <a href="https://www.pearsonvue.com">www.pearsonvue.com</a>
Test center directions	the website at www.pearsonvuc.com
Misplaced ATT letter	
<ul> <li>Questions about the content for the NAPLEX/ MPJE</li> </ul>	All of these topics are addressed in this <i>Bulletin</i> and on the
General NAPLEX/MPJE information	NABP website, <u>www.nabp.pharmacy</u> , in the Programs and
Score transfer	Help sections. After reviewing these resources, if you still
Identification Requirements for Test Center	have questions, contact NABP Customer Engagement.
Admission	847.391.4406   help@nabp.pharmacy Monday — Friday, 9 AM — 5 PM
Address changes and updates to your NABP	Submit an Update Request in your NABP e-Profile. All such
e-Profile	changes should be updated with the board(s) of pharmacy
Name changes or corrections	in the state(s) in which you are seeking licensure.

# **Candidate Comments**

NABP constantly evaluates the examinations and, therefore, is open to and appreciative of your constructive comments. Immediately after your examination ends, any comment or complaint about any matter related to the examinations can be made in the comment section of the exit survey. You may also send your comments about the test center or questions on your examination via mail to NABP at 1600 Feehanville Dr, Mount Prospect, IL 60056, or via email at help@nabp.pharmacy.

# **Report Exam Misconduct or Irregularities**

NABP examinations are administered under strict security measures, and information on suspected examination misconduct or irregularities, acts of unethical behavior, and breaches of security can be reported to NABP through the website or by contacting Customer Engagement. Incidents that compromise the content of any NABP examinations can be submitted anonymously, or, to further discuss the incident with NABP staff, include personal contact information when submitting the report. Reports of suspected misconduct or irregularities are treated confidentially and are fully investigated in support of NABP's commitment to ensuring the integrity and reliability of its examinations.

# E-PROFILE GLOSSARY

**Available Actions:** When you are logged in to your NABP e-Profile, click on Exam Services. Links that appear in the Actions and Purchase columns under Active Applications and Application History allow you to change, cancel, or make requests regarding the application. These options are unique to where you are in the application process, meaning the options that appear are the only options that you are eligible to perform.

- Purchase Score Transfer: You may transfer your score to additional boards of pharmacy up to 89 days after taking the NAPLEX.
- Cancel Score Transfer: You may cancel a previously submitted NAPLEX Score Transfer request. There are no
  refunds issued for canceled score transfers.
- Cancel Application Request: You may request cancellation of a previously submitted exam application. Registrants who cancel an application will forfeit the \$100 application fee, and the \$85 eligibility fee if applicable.
- Purchase Examination: You may pay for an examination only in the jurisdiction you have been granted eligibility.
- Cancel Examination: If you cancel an examination in the jurisdiction in which you have been granted eligibility, you will receive a refund for the examination fee only and the application will be closed.
- Purchase Resit: If you miss your scheduled testing appointment, you may request a resit (an opportunity to take the
  missed test at a future date).
- Purchase Rescore: You may request a NAPLEX/MPJE Rescore up to 60 days after the exam date of the NAPLEX/MPJE. There are no refunds for Rescore Fees.

**Status:** When you are logged in to your NABP e-Profile, the information that appears in the Application Status column under "Active Applications and "Application History" provides you with the current standing of your current and past exam registrations.

Eligibility Requested: Your application has been received, but NABP has not yet been informed of a decision
regarding your eligibility to take the examination or assessment from the appropriate board/jurisdiction. NAPLEX/
MPJE candidates: Please note that if you have not been made eligible by a board of pharmacy within two years of
the date you initially registered with NABP your record will be closed and your fees will be forfeited.

- **Expired:** The board has not granted eligibility within two years after the original application date, the application automatically expires.
- **Eligibility Granted:** The appropriate board/jurisdiction has determined that you are eligible to take the examination. NAPLEX/MPJE candidates: Please see page 5 of this *Bulletin* for details on receiving an Authorization to Test (ATT) letter and other important information about next steps.
- **Eligibility Denied:** The appropriate board/jurisdiction has determined that you are not eligible to take the exam. Contact the board of pharmacy for which you intended to take the exam.
- **ATT Generated:** You will receive your Authorization to Test (ATT) letter immediately via your email account. Once you receive your ATT, you may schedule your examination at Pearson VUE by visiting www.pearsonvue.com/nabp.
- **Examination Closed:** Your scheduled exam was taken and the score has been reported to the board of pharmacy.
- **Examination Withdrawal Requested:** Your request to cancel a previously submitted examination has been received.
- Examination Withdrawn: Your request to cancel your examination application has been accepted and your refund has been processed
- **Examination Expired:** Your board granted eligibility, you purchased an exam, but you did not take the exam before the eligibility period expired.



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www.nabp.pharmacy